



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 23, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 24, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, June 7, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

Budget and Fiscal Officer
Region 5/District 8/Administration
Highways
Collinsville

Attachments
41042

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Tuesday, June 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$6,020 - \$10,210

Position Title: Budget & Fiscal Officer

Union Position: ☒ Yes ☐ No

Position Number: PW415-23-58-103-00-01

IPR#: 41042

Office/Central Bureau/District/Work Address:

Region 5/D8/Bureau of Administration Services/1102 Easport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is responsible for coordinating the preparation and review of the district's annual budget and for analyzing, monitoring, forecasting and controlling all district personal services and operating appropriation line items. The position provides financial analysis and recommendations to district management on resource utilization, and plans, organizes, directs and controls the activities of the Financial Service Section. In addition, is a member of the district Travel Review Board and serves as the District 8 Travel Coordinator.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business administration, accounting or finance
- Seven years' experience in business administration, accounting or finance, or equivalent combination of experience and training
- Progressive supervisory experience and demonstrated ability to motivate staff
- Ability to effectively organize and monitor data and be capable of providing accurate, timely and complete information regarding projects and their impacts to the overall district budget
- Experience working with the Budget Development and Analysis System and the Fiscal Operations and Administration System; the Bureau of Fiscal Management and other district bureaus

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 3, 2015	POSITION:	Budget & Fiscal Officer
APPROVED BY:	<u>Ross Breckenridge</u>	OFFICE/DIVISION:	Highways/District 8/Administration
CODE:	PW415-23-58-103-00-01	REPORTS TO:	<u>Admin. Manager TM VI</u>

Position Purpose

This position is responsible for coordinating the preparation and review of the District's annual budget and for analyzing, monitoring, forecasting and controlling of all District personal services and operating appropriation line items. The position provides financial analysis and recommendations to District Management on resource utilization, and plans, organizes, directs and controls the activities of the Financial Service Section, co-member along with the Administrative Manager of the District Travel Review Board and is the District Travel Coordinator.

Dimensions

Subordinates:	1 - 6 Direct 4 Indirect
Annual District Budget:	\$ 81.5 Million
Accounts Payable Invoices Processed:	20,000
Dollar Amount of Invoices:	\$ 16.5 Million
Contract Obligation Documents:	250
Court of Claims Cases:	10-15
Non-Operating Invoices Processed:	900
Dollar Amount of Invoices:	\$40 Million

Nature and Scope

This position reports to the Administrative Manager as do the Section Chiefs of Personnel Services and Business Services. Reporting to this position is one (1) Technical Manager II, one (1) to five (5) Account Technician I's and indirectly four (4) Bureau Budget Coordinators.

This position is responsible for providing expertise and direction for management in the areas of budget preparation, review, analysis, monitoring, forecasting and control, and for invoice processing. Projections and status reports are provided to management via the incumbent that enable the establishment of priorities and the transferring of funds in order to maintain an efficient operation. Expenditures are reviewed by using the department's automated accounting system FOA, Fiscal Operations and Administration, in order to maintain appropriation funding levels and adherence to Controller and Department regulations. This position also prepares the Quarterly Spending Projection Report which identifies surpluses and deficits by appropriation line for the Bureau of Budget and Fiscal Management (BFM).

Typical problems encountered by the incumbent include determining the most effective allotment of limited funds among various line items and District bureaus; developing staff and determining work assignments so as to ensure that all work is performed in an efficient and timely manner. The greatest challenges of this position are to provide management with timely analysis for effective decision making and realistic recommendations concerning operating budget expenditures and manpower staffing.

The incumbent, with little or no supervision, personally coordinates the preparation and submittal of District operating budget request through the Budget Development and Analysis System (BDA); develops and issues District guidelines and instructions, covering budgetary spending levels and accounting procedures; discusses and clarifies District budgetary initiatives with Central Office managers; assigns, directs, monitors and reviews all functions performed by the section and provides solutions to complex problems; provides assistance to the four (4) Bureau Budget Coordinators with data and guidance with their operating budget and uniform accounting system; verifies balances of appropriations after each payroll clears the Comptroller's system for full time permanent, overtime and extra help, and compare actual expenditures against spending target to advise Budget Section if any transfers are required before next payroll. As District Travel Coordinator the incumbent prepares all out-of-state travel requests, transportation request forms, coordinates all settling period expenses for new or transferred employees, makes interviewing travel arrangements (airline, hotel and car rental) for prospective employees and airline reservations for District personnel. The incumbent also acts as liaison between the District and the Office of Internal Audit for Consultant, Railroad, Utility and other miscellaneous obligation payments, auditing problems, documentation and audit report recommendations; coordinating the Auditor General's Compliance Audit with CPA firms, and preparing responses to audit findings; resolving vendor inquiries relative to accounts payables and answering Court of Claims questionnaires for the District.

The Financial Services Section is responsible for paying all operating and non-operating invoices annually; and providing guidelines on purchasing and accounting procedures to the District bureaus. In performing these functions the incumbent utilizes a staff of one (1) Technical Manager II and one (1) to five (5) Account Technician I's who independently document obligations and expenditures via FOA and the Paperless Accounts Payable Processing System. The incumbent works within established principles and practices but has wide latitude in developing solutions to problems and developing and advising management. This position operates within the confines of the CUSAS manual for accounting services procedures and departmental policy and procedures.

This position serves as an advisor to management on matters relating to resource utilization and budget preparation and control in the Department's second largest District and acts independently of upper management to make budget decisions for the District and for providing reports directly to the Budget Office. Frequent shifts in the District's priorities and programs make the determination and improvement of resource utilization exceedingly important. Projections and status reports produced by the Section are provided to management that enables the establishment of priorities and the transferring of funds in order to maintain an efficient and fiscally sound operation. Expenditures are reviewed in order to maintain appropriation funding levels and adherence to regulations.

The incumbent develops and maintains effecting working relationships with all District bureaus, all Bureaus within the Office of Finance and Administration, the Comptroller's Office, Central Management Services, various District vendors, Office of Chief Counsel, Office of Internal Audit, Division of Aeronautics, all Central Bureaus within the Division of Highways, the Bureau of Information Processing, and other District offices.

The effectiveness of this position will be measured by the quality and timeliness of the District's budget development (BDA), submittal and justification to the Budget Office, the ability to insure the accuracy and propriety of funds expended through FOA and ability to develop effective and innovative solutions to procedural and resource usage problems.

Principal Accountabilities

1. Directs the preparation and submittal of the District operating budget (BDA), so as to ensure that current operating needs and issues are adequately addressed.
2. Provide analysis, forecasting, and status reports of personal services overtime, extra help and operating expenditures, through FOA, to the Regional Engineer for organizing the District's budget goals and objectives.

3. Monitors the expenditures of District operating funds and payment of these expenditures to ensure compliance with applicable state laws, Departmental policies and District procedures and guidelines.
4. Develops programs, methods and procedural changes designed to improve resources utilization, reduce costs and improve operating efficiency.
5. Resolve vendor complaints as required.
6. Acts as the District Travel Coordinator.
8. Coordinate the district actions required relating to the final audit reports, the processing of non-operating vendor payments and the decrease of unused non-operating obligation balances.
9. Effectively administer personnel policies and procedures, and provide for training, evaluation and motivation of Section personnel.
10. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.